

.

Class Specification
for the Class:

DEPUTY SHERIFF V

Duties Summary:

Assists in planning, directing and coordinating the activities of the Special Services Division; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting in the overall administration of the Special Services Division.

Examples of Work:

Assists in planning, directing and coordinating the activities of Special Services Deputies engaged in providing security and maintaining order within the buildings and around the grounds of the Judiciary; assists in planning, directing and coordinating the activities of Special Services Deputies engaged in executing mandate of the court; schedules work assignment and deployment of manpower and transmits orders to subordinates for execution; meets with lower level supervisors to identify, discuss and resolve operational problems; participates in developing procedures to serve as guidelines for proper conduct of activities; investigates and resolves complaints regarding the operation of the Special Services Division; supervises subordinates in obtaining court orders and oversees procedures involved with arrests, fingerprinting and filing charges; analyzes new laws, methods and technological advancements in crime detection and law enforcement to improve efficiency of the office; recommends disciplinary action for violation of rules and regulations and resolves personnel problems; investigates complaints against Special Services Deputies and recommends actions to be taken; confers with local and State officials to coordinate law enforcement efforts; supervises personnel involved in providing special services such as security to social and civic functions upon request; participates in the preparation and review of the division's budget; participates in training new recruits; prepares correspondence and reports; and maintains operational statistics.

Knowledge and Abilities Required:

Knowledge of: The organization, functions, policies and procedures of the Special Services Division; the jurisdiction and responsibilities of the County, State and Federal law enforcement agencies; police science and police organization and administration; the laws and ordinances of the Counties and State subject to enforcement by the Special Services Division; crime trends and court decisions relating to law enforcement; the psychology of human behavior; public relations and report writing.

Ability to: Plan and direct the work of employees; utilize and/or deploy personnel effectively; review and analyze operating procedures and problems and develop plans for their improvement or correction; establish and maintain effective working relationships with personnel of other agencies; express oneself effectively, orally and in writing; write correspondence and prepare clear and concise reports.

This is a change in title and an amendment to the specification for the class FIRST DEPUTY SHERIFF, which was adopted from the Judiciary relative to the establishment of the Department of Public Safety, effective July 1, 1990, pursuant to Act 211, SLH 1989, and approved on March 5, 1990.

This is a change in title only from Special Services Deputy V to DEPUTY SHERIFF v, effective December 7, 2001.

DATE APPROVED: 1/23/92

SHARON Y. MIYASHIRO
Director of Personnel Services